

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

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## SECTION 27 – DISTRICT WELLNESS PLAN

This document, referred to as the “wellness plan” (the plan), is intended to implement policy FFA(LOCAL), which has been adopted by the Board to comply with the requirements for a school wellness policy. [Section 9A(a) of the National School Lunch Act (NSLA), 42 U.S.C. 1758b; 7 C.F.R. Part 210]

STRATEGIES TO SOLICIT INVOLVEMENT - Federal law requires that certain stakeholders be involved in the development, implementation, and periodic review and update of the wellness policy. The District has chosen to use the local school health advisory council (SHAC) to work on behalf of the District to review and consider evidence-based strategies and techniques in order to develop and implement nutrition guidelines and wellness goals as required by federal law. The SHAC will permit the following persons to work with the SHAC on the District’s wellness policy and plan: parents, students, the District’s food service provider, physical education teachers, school health professionals, Board members, administrators, and members of the public. The SHAC will solicit involvement and input of these other interested persons by:

1. *Assistant Superintendent of Curriculum and Instruction*
2. *Coordinator of Science*
3. *Lead Physical Education Teachers*

IMPLEMENTATION - Each campus principal is responsible for the implementation of FFA(LOCAL) and this wellness plan at his or her campus, including the submission of necessary information to the SHAC for evaluation.

The Assistant Superintendent of Curriculum and Instruction is the District official responsible for the overall implementation of FFA(LOCAL), including the development of this wellness plan and any other appropriate administrative procedures, and ensuring that each campus complies with the policy and plan.

EVALUATION - At least every three years, as required by law, the District will measure and make available to the public the results of an assessment of the implementation of the District’s wellness policy, the extent to which each campus is compliant with the wellness policy, and a description of the progress made in attaining the goals of the wellness policy. This will be referred to as the “triennial assessment.”

**Annually, the District will notify the public about the content and implementation of the wellness policy and plan any updates to these materials via the district website.**

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The District and SHAC will consider evidence-based strategies when setting and evaluating goals and measurable outcomes. They may use any of the following tools for this analysis:

- TDA Square Meals website
- Fitness Gram
- District scope and sequence for Physical Education

**PUBLIC NOTIFICATION** - To comply with the legal requirement to annually inform and update the public about the content and implementation of the local wellness policy, the District will post a copy of the wellness policy and plan on its website to document information and activity related to the school wellness policy, including:

1. A copy of the wellness policy [see FFA(LOCAL)];
2. A copy of this wellness plan, with dated revisions;
3. Notice of any Board revisions to policy FFA(LOCAL);
4. The name, position, and contact information of the District official responsible for the oversight of the wellness policy and implementation of this plan;

The district has designated the following employee as the official responsible for the oversight of the wellness policy and implementation of the wellness plan:

Name: Christy Hanson

Position: Assistant Superintendent of Curriculum and Instruction

Address: 807 West Glenwood, Tyler, TX 75701

Telephone: (903)262-1011

5. Notice of any SHAC meeting at which the wellness policy or corresponding documents are scheduled to be discussed;
6. The SHAC's triennial assessment; and
7. Any other relevant information.

The District will also publish the above information in appropriate District or campus publications.

**RECORDS RETENTION** - Records regarding the District's wellness policy will be retained in accordance with law and the District's records management program. Questions may be directed to the District's designated records management officer.

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**GUIDELINES AND GOALS - The following provisions describe the District's nutrition guidelines and activities and objectives chosen by the District and SHAC to implement the Board-adopted wellness goals in policy FFA(LOCAL).**

**NUTRITION GUIDELINES** - All District campuses participate in the U.S. Department of Agriculture's (USDA's) child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Federal law requires that the District establish nutrition guidelines for foods and beverages sold to students during the school day on each campus that promote student health and reduce childhood obesity.

The District's nutrition guidelines are to ensure all foods and beverages sold or marketed to students during the school day adhere to all federal regulations and guidance and are designed to promote student health and reduce childhood obesity.

**FOOD AND BEVERAGES SOLD** - The District will comply with federal requirements for reimbursable meals. For other foods and beverages sold to students during the school day, the District will comply with the federal requirements for competitive foods. Competitive foods and beverages are not part of the regular meal programs and occur through sales such as a la carte options or vending machines. For purposes of this plan, these requirements will be referred to as "Smart Snacks" standards or requirements. The following websites have information regarding meal and Smart Snacks requirements:

- <http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>
- <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>
- <http://www.squaremeals.org/Publications/Handbooks.aspx> (see the Complete *Administrator Reference Manual* [ARM], Section 20, Competitive Foods)

**EXCEPTION – FUND RAISERS** - State rules adopted by the Texas Department of Agriculture (TDA) allow an exemption to the Smart Snacks requirements for up to six days per year per campus when a food or beverage is sold as part of a District fundraiser. [See CO(LEGAL)]

**The District will allow for each school to maintain a calendar of the six-day exemptions per year. The exemptions are to include any fundraisers sponsored by PTA or other groups on campus. The schools can also choose not to participate in the six-day exemption rule and maintain all foods and beverages to meet the Smart Snack standards.**

**FOOD AND BEVERAGES PROVIDED** - There are no federal or state restrictions for foods or beverages provided, but not sold, to students during the school day. However, each school district must set its own standards. The District will comply with state law, which allows a parent or grandparent to provide a food product of his or her choice to classmates of the person's child or grandchild on the occasion of the student's birthday or to children at a school-designated function. [See CO(LEGAL)]

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In addition, the District has established the following local standards for foods and beverages made available to students:

Foods and Beverages can be provided to students as long as they are “given” free of charge to the students. It is recommended that these items are purchased as a pre-packaged item for food safety reasons. Each school Principal can monitor the types of foods brought in and use their own discretion as to food safety and appropriate food choices.

MEASURING COMPLIANCE - The District will measure compliance with the nutrition guidelines by reviewing meal reimbursement submissions from the child nutrition department to the TDA, reviewing foods and beverages that are sold in competition with the regular school meals, reviewing items sold as part of approved District fundraisers, and monitoring the types of foods and beverages made available to students during the school day.

NUTRITION PROMOTION - Federal law requires that the District establish goals for nutrition promotion in its wellness policy. The District’s nutrition promotion activities will encourage participation in the National School Lunch Program, the School Breakfast Program, and any supplemental food and nutrition programs offered by the District.

The District will ensure that any food and beverage advertisements marketed to students during the school day meet the Smart Snacks standards.

The District will monitor this by:

1. The review of the monitoring evaluation of the wellness policy.
2. Through the TISD Food Service onsite reviews/visits.

Although the District is not required to immediately remove or replace food and beverage advertisements on items such as menu boards or other food service equipment, or on scoreboards or gymnasiums, the Food Service Department and SHAC will periodically monitor these and make recommendations when replacements or new contracts are considered.

In accordance with FFA(LOCAL), the District has established the following goal(s) for nutrition promotion.

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<b>GOAL:</b> The District's food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.	
<b>Objective 1:</b>	
<b>Action Steps</b>	<b>Methods for Measuring Implementation</b>
Food Services will promote nutrition on menu backs sent out monthly to Elementary students, on the website, and the food service staff will encourage and promote fruits and vegetables in the serving line.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• The tri-annual assessment and food service onsite visits</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Staff and technology</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• Dependent on the parent/family to view the material</li> </ul>
<b>GOAL:</b> The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.	
<b>Objective 1:</b>	
<b>Action Steps</b>	<b>Methods for Measuring Implementation</b>
Food Services will post healthy nutrition and lifestyle tips on the webpage for the public to view.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• Annual review by Food Service administration.</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Technology</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• Dependent on the parent/family to view the material</li> </ul>

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<b>Objective 2:</b>	
<b>Action Steps</b>	<b>Methods for Measuring Implementation</b>
Nutrition information will be included in the scope and sequence in Physical Education and Health classes.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• Fitness Grams</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Scope and Sequence</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• Monitoring the implementation of the scope and sequence.</li> </ul>

<b>GOAL:</b> The District shall ensure that food and beverage advertisements accessible to students outside of school hours on District property contain only products that meet the federal guidelines for competitive foods.	
<b>Objective 1:</b>	
<b>Action Steps</b>	<b>Methods for Measuring Implementation</b>
The district food services will work with the district purchasing department to ensure compliance of this policy in regards to vending machines that students have access to.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• Annual food service monitoring tool</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Staff and time</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• Dependent on the vendor to follow policy and correct any areas non-compliant</li> </ul>

**NUTRITION EDUCATION** - Federal law requires that the District establish goals for nutrition education in its wellness policy. State law also requires that the District implement a coordinated health program with a nutrition services and health education component at the elementary and middle school levels. [See EHAA]

In accordance with FFA(LOCAL), the District has established the following goal(s) for nutrition education.

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<b>GOAL:</b> The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
Physical Education and Health classes will include nutrition education and healthy eating habits in the scope and sequence.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• Fitness Gram</li> <li>• Lesson Plans</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Curriculum and scope and sequence</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• Monitoring the implementation of the scope and sequence</li> </ul>

<b>GOAL:</b> The District shall make nutrition education a District-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
Curriculum councils for Physical Education will create a written curriculum to include nutrition education.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• Common Scope and Sequence</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Curriculum Councils for summer work</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• Monitoring the consistency across the district</li> </ul>

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<b>GOAL:</b> The District shall provide professional development so that teachers and other staff responsible for the nutrition education program are adequately prepared to effectively deliver the program.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
Professional Development will be provided to Physical Education teachers and secondary Health teachers regarding nutrition education and the scope and sequence.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• Fitness Gram</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Technical Assistance</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>GOAL:</b> The District Food Services Department will make efforts to utilize farm to school programs.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
Food Services will work with local produce farmers that provide product that are reasonable in price and delivery for the student's meal program.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• Constant search for local farmers</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Technology, Region 7 Service Center, TDA</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• Availability of local farmers</li> </ul>
<b>Objective 2:</b>	
Action Steps	Methods for Measuring Implementation
Food Services will encourage the availability of Texas grown fruit/vegetables from local produce vendors for district produce purchases.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• Constant communication with vendors</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Technology, Region 7 Service Center approvable vendors</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• Availability of Texas grown product</li> </ul>



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**PHYSICAL ACTIVITY** - The District will implement, in accordance with law, a coordinated health program with physical education and physical activity components and will offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC.]

The following addresses how the District meets the required amount of physical activity:

- *Each student will receive a minimum of 135 minutes of rigorous physical activity per week.*
- *Each campus will make every effort to schedule 135 minutes of Physical Education class per week.*

Federal law requires that the District establish goals for physical activity in its wellness policy.

In accordance with FFA(LOCAL), the District has established the following goal(s) for physical activity.

<b>GOAL:</b> The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
District elementary physical education teachers will expose students to a variety of recreational and pre-athletic skills.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• Units of Study</li> <li>• Lesson Plans</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Scope and Sequence</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• Monitoring of district curriculum</li> </ul>
<b>GOAL:</b> The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
The Curriculum Council will provide professional development during preservice week regarding the Elementary PE scope and sequence.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>• Lesson Plans</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>• Scope and Sequence</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>• None</li> </ul>

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<b>GOAL:</b> The District shall make appropriate before-school and after-school physical activity programs available and shall encourage students to participate.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
Each Elementary campus will have at least one (1) physical activity program per year involving families.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>Schedule of events</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>Financial resources</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>Parent participation</li> </ul>
<b>GOAL:</b> The District shall make appropriate training and other activities available to District employees in order to promote enjoyable, lifelong physical activity for District employees and students.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
Tyler ISD will participate in the community events such as Fresh 15.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>Enrollment numbers</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>Advertisement</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>None</li> </ul>
<b>Objective 2:</b>	
Action Steps	Methods for Measuring Implementation
Tyler ISD will participate in the Healthy Wages program	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>Enrollment</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>Participation</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>None</li> </ul>

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<b>GOAL:</b> The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
Elementary campuses will have at least one activity event per year to encourage physical activity in family events.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>Event Schedule</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>Communication</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>Parent leaders at some campuses</li> </ul>

<b>GOAL:</b> The District shall encourage students, parents, staff, and community members to use the District's recreational facilities, such as tracks, playgrounds, and the like, that are available outside the school day.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
District tracks and outdoor facilities are available to community and parents	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>Facilities usage</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>Supplies for track events</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>Care and maintenance of facilities</li> </ul>

**SCHOOL BASED ACTIVITIES** - Federal law required that the District establish goals for other school-based activities in its wellness policy to promote student wellness.

In accordance with FFA (LOCAL), the District has established the following goal(s) as part of its student wellness policy to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message.

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<b>GOAL:</b> The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
Each campuses' schedule provides a minimum of a 30 minute lunch period.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>Schedules</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>Schedules</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>None</li> </ul>
<b>GOAL:</b> The District shall promote wellness for students and their families at suitable District and campus activities.	
<b>Objective 1:</b>	
Action Steps	Methods for Measuring Implementation
Elementary campuses will have at least one activity event per year to encourage physical activity in family events.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>Event schedule</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>Supplies for events</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>None</li> </ul>
<b>Objective 2:</b>	
Action Steps	Methods for Measuring Implementation
P.E. Showcase will be scheduled one time per year.	Baseline or benchmark data points: <ul style="list-style-type: none"> <li>District schedule</li> </ul> Resources needed: <ul style="list-style-type: none"> <li>Facility</li> <li>Scheduling</li> </ul> Obstacles: <ul style="list-style-type: none"> <li>None</li> </ul>